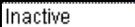


Changing an Employee's Net Direct Deposit

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| 1. | Click the Compensate Employees link.  |
| 2. | Click the Maintain Payroll Data (USF) link.  |
| 3. | Click the Use link.  |
| 4. | Click the Direct Deposit link.  |
| 5. | Click in the field in which you want to search. |
| 6. | Enter the desired information into the Name field. Enter a valid value, e.g. " Winter ". |
| 7. | Click the Search button.  |
| 8. | Click the desired entry.  |
| 9. | Click the Add a new row at row 1 button in the Deposit Information box to insert a new row.  |
| 10. | Click the Choose a date button.  |
| 11. | Enter the Effective Date for the old direct deposit routing information to become inactive. Click 22 .  |
| 12. | Click the *Status list.  |
| 13. | Update the Status to Inactive . Click Inactive .  |
| 14. | Click the Add a new row at row 1 button to insert a new row.  |
| 15. | Click the Choose a date button.  |
| 16. | Enter the Effective Date for the new direct deposit information to become effective.  |
| 17. | Click the *Status list.  |
| 18. | Update the Status to Active . Click Active .  |

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| 19. | Click the Save button.  |
| 20. | The procedure for entering net direct deposit information into EHRP for a NET Allotment Change is completed. End of Procedure. |